

22 May 1952

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REPORT FOR THE WEEK OF 19 - 23 MAYTo:
From:

1. Last Friday, I attended a meeting called by the Personnel Office to discuss the problem of instructing supervisors in the Agency in the use of the new PERSONNEL EVALUATION REPORT.

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A great deal of time and energy were taken up trying to convince [redacted] that any such program was still a very long way from the stage where efficient use could be made of a strip film. There was unanimous agreement on that point by everyone else at the meeting.

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It was decided that the project would be developed cooperatively by Personnel and Training. It is planned to commence instructing supervisors in the use of the evaluation report by 1 July; to complete the instructional phase by 1 October; and to have all reports in in the Personnel Office by 31 October. [redacted] is responsible for program and procedures; [redacted] will provide the specific content and doctrine.

2. Reported on the Refresher Course in Intelligence Reporting to [redacted] staff meeting on Tuesday under the title, INTELLIGENCE REPORTING AND EFFECTIVE MANAGEMENT. Some profitable discussion followed. A new course has been set up for the week of 9-13 June, - two hours per day for five days.

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3. Had a pleasant chat with [redacted] regarding supervisory training. This was a follow-up of [redacted] referring to us the BULLETIN ^{ON} ^{THE} AMERICAN INSTITUTE OF BANKING and his mention of [redacted]

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4. At the request of Colonel Baird, I talked to [redacted] regarding his possible interest in Training. I could not use him permanently in the General Training Division, but he might be useful on a part-time basis.

5. We must recruit another training officer at once for the Reading Improvement Laboratory to replace [redacted]

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7. I am working on a statement of a proposed first step in the development of a CIA Human Resources Program, (supervisory training throughout the Agency).

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25 YEAR RE-REVIEW